# PART C (First Steps) MONITORING FILE SELECTION CHART
## FY04
### Categories of files to pull

| NEW KIDS (REFERRAL DATE = OR > 3/1/03) | WHAT WE ARE LOOKING FOR… | WHO IS RESPONSIBLE? |
|---|---|---|
| Completed | IFSP completed in a timely manner?  If not, reasons for delay. Process followed? (EI process document checklist completed) Check for eligibility? (EI Eligibility document checklist completed) | SPOE |
| No IFSP | Reasons why no IFSP Process followed? (EI process document checklist completed) | SPOE |
| Six Month review | Has it been completed? (EI process document checklist completed) | OSC |
| Late referrals (also looking for C to B transition) | How are these being handled?  Is Transition to Part B being addressed (See below)? | SPOE |
| Part C to B Transition | Was transition meeting held in a timely manner? Was a transition plan developed with all required elements and documented in IFSP? Was local school staff invited? | SPOE/OSC |
| Termination | Reasons for termination. Is a Termination document being completed and entered into the system? | SPOE/OSC |
| Other | Also look for evidence of data entry errors, especially duplicates (most likely with conversion kids, but could be with new kids also.) | |